

**DEPARTMENT OF EDUCATION
JOB OPPORTUNITY
REANNOUNCED WITH A NEW CLOSING DATE
DIVISION OF LEGAL AND GOVERNMENTAL AFFAIRS
STAFF ATTORNEY 2
EDUCATION LAW AND EMPLOYMENT LAW**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 40 Hours Per Week

Salary: \$77,057 - \$98,612*

Posting #: 58011

Closing date: July 15, 2013

The Department of Education is currently recruiting for a Staff Attorney 2 to serve as an attorney in the area of education law and employment law in the Division of Legal and Governmental Affairs, providing professional leadership and guidance to school officials, parents and agency personnel on federal and state laws.

EXAMPLES OF DUTIES:

Advocate on behalf of the Commissioner of Education in administrative law proceedings including teacher license revocations, Section 10-4b complaints, discrimination complaints, and other such matters and on issues before the state legislature; coordinate promulgation of state agency regulations; active participation in the development and adoption of education laws proposed by the department and others and department implementation of new laws, policies and programs; monitor developments in education law in Connecticut and key national trends; conduct legal research and prepare memoranda of law; other such related activities and duties as may be assigned by the Agency Legal Director; provide technical assistance to the staff of the Division of Finance and Internal Operations in assisting with grant payments and human resources issues; prepare written responses to requests for information and legal interpretation; provide technical assistance to staff, legislators and the public on education law issues; manage school accommodation hearings and advise parents and local/regional education agencies on school accommodation requirements; maintain correspondence file on important issues and matters of educational policy to ensure that responses follow precedent; respond to telephone and letter inquiries from local education agencies, parents, legislators and other members of the public and the press concerning problems relating to education laws and general interpretation of such; discuss with other staff, as needed, to formulate both oral and written responses; assist Agency Legal Director in completion of special assignments and performs duties and special assignments as may be requested by the Commissioner.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the

interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

EXPERIENCE AND TRAINING:

General Experience:

Two (2) years of experience in the practice of law.

Please be sure to read the following special requirements qualifications carefully. Candidates who do not meet the special requirement component of this job announcement will not be eligible to continue forward in the selection process.

SPECIAL REQUIREMENT:

1. Must be admitted to practice law in the State of Connecticut.
2. May be required to travel.

PREFERRED EXPERIENCE AND TRAINING:

Experience advising internal and external clients on state and federal education law principles, interpretation and application; experience litigating education and/or employment-related matters in administrative and judicial proceedings; experience in school accommodation hearings and employment discrimination claims; solid understanding of fundamental legal principles regarding education laws and regulations; solid understanding of legislative process, state and federal education grants, and state/federal contract compliance; ability to work within group dynamics with a diverse array of clients and third parties; ability to establish and maintain positive relationships with educational professionals and the public.

CAREER PROGRESSION:

After the completion of three (3) years of successful and satisfactory performance as a Staff Attorney 2 in the same agency, the incumbent will be moved to the Staff Attorney 3 classification.

Note:

1. *For current state employees compensation will be in accordance with guidelines for computing salary adjustments set forth by the Department of Administrative Services, determining salary upon change in class. For all other applicants, the minimum salary will be applied.
2. The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION PROCEDURE:

Interested and qualified candidates who meet the above requirements must submit a letter of application, a resume with details of experience and training, a writing sample, law school transcript, three (3) current professional references and an Application for Employment (CT-HR-12 Form), available on-line at www.sde.ct.gov and MAIL or FAX to: **Kim Barberi, Assistant Human Resources Administrator, Bureau of Human Resources, Department of Education, 165 Capitol Avenue, Room G-16, Hartford, CT 06106, Telephone: (860) 713-6691, Fax: (860) 713-7011. All required documents must be submitted by the closing date to be considered for an interview.**

The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Inquiries regarding the Department of Education's nondiscrimination policies

should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.